



# Maryland Judiciary

## Job Announcement

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### OPEN TO CURRENT MARYLAND JUDICIARY EMPLOYEES ONLY CLOSING DATE EXTENDED

|                      |  |                              |   |
|----------------------|--|------------------------------|---|
| <b>Opening Date:</b> | September 18, 2015                                   | <b>Closing Date:</b>         | October 9, 2015   |
| <b>Job Title:</b>    | Supervisor I (Civil)                                 | <b>Position Type:</b>        | Regular Full Time                                       |
| <b>PIN:</b>          | 000840, 000843                                       | <b>FLSA Status:</b>          | Non-Exempt  |
| <b>Location:</b>     | District 6, Montgomery County<br>Rockville, Maryland | <b>Grade/Salary:</b>         | J9 \$36,913 - \$59,830<br>(Depending on Qualifications) |
|                      |  | <b>Financial Disclosure:</b> | No  |

**Essential Functions:** This is supervisory work providing oversight to clerical staff in the Civil Division of District Court. Employees in this classification assigns, directs and coordinates the work of subordinate clerical staff. Manages time and attendance records. Evaluates, counsels and disciplines subordinate staff. Oversees and performs a variety of clerical functions such as: entering case data into automated systems, filing case related documents, maintaining dockets, accepting and processing all monies received by the unit, and providing information to the general public. Trains staff on Court procedures and practices, automated systems, filing and office equipment. Position is designated essential personnel and may be subject to work during emergency closings and staffing shortage. Performs all other duties as assigned.

**Education:** High School Diploma or GED.

**Experience:** Five years of general clerical experience, three of which must have been in a trial or appellate court of the United States.

**Preferred:** Graduation from the Judiciary's Court Professional Certificate Program.

**Notes:**

- 1) Applicants may substitute education at an accredited college or university for the required general experience at the rate of thirty semester credit hours for each year of experience.
- 2) Include with application your two most recent Maryland Judiciary Performance Evaluations.

**Skills/Abilities:** Knowledge of office practices, procedures, systems and equipment required to support the specialized work of the assigned unit. Ability to make independent decisions. Ability to communicate clearly, tactfully and impartially to superiors, staff and the public. Ability to train, assign, review and evaluate the work of subordinate employees. Ability to follow departmental rules, regulations and procedures. Ability to adapt rapidly to changing office environment and to reallocate staff/resources as needed. Ability to handle multiple tasks and prioritize work. Ability to recommend modifications to improve procedures and practices. Ability to communicate effectively, both orally and in writing. Ability to work within time constraints and meet fixed deadlines. Ability to operate a personal computer. Ability to create reports, spreadsheets and documents using Word Perfect, Word, and Excel. Ability to sit, stand and/or bend for extended periods of time. Ability to lift up to 25 lbs. Ability to work extended hours outside of normal working hours. Ability to perform all essential functions of this position.

**All applicants must complete a Maryland Judiciary Employment Application, with original signature or typed signature (in any font) to be considered for this position. The candidate selected for this position will be subject to a background check.**

**Materials must be received at the address below by 4:30 p.m. on the closing date. The Human Resources Department will not be responsible for applications sent to any other address.**

**Maryland Judiciary  
Human Resources Department  
580 Taylor Ave., Bldg. A-1  
Annapolis, MD 21401  
Email: [jobs@mdcourts.gov](mailto:jobs@mdcourts.gov)**

**The Maryland Judiciary is a drug-free workplace and an equal opportunity employer, committed to diversity in the workplace. The Maryland Judiciary does not discriminate against an applicant because of an individual's race, color, religion, sex, sexual orientation, pregnancy, national origin, age, disability, or genetic information. Applicants who need an ADA Accommodation for an interview should request the accommodation when notified of a request to be interviewed. Applicants must be United States citizens or eligible to work in the United States.**